Faculty and Staff Astra Access

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To request access to schedule department controlled rooms in Astra, the following form must be completed and sent to the Registrars Office via intercampus mail, in person or through email. Requests to be added to the system can take 1-2 business days.

Requests can be for any department controlled area. This does not apply to Registrar-controlled rooms. Registrar rooms are solely scheduled by the Registrars Office.

To request scheduling access for multiple departments, multiple forms will need to be filled out.

Once access is granted, an email will be sent to the requester with the access information and rooms that access has been given.

Astra Schedule Access Application/Authorization

Contact Registrar’s Office
Student Center E280
1200 16th Street
Golden, CO 80401

registrar@mines.edu

303-273-3200
FAX: 303-384-2253

Hours:
Mon-Fri, 8 am-5 pm

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